



## **ADVERTISEMENT**

**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 16-031**

**Open To:** All Interested Candidates

**Position:** Regional Media Analyst, LHS-7/LHS-8  
**Based in New Delhi**

**Opening Date:** 5 April 2016

**Closing Date:** 13 April 2016

**Work Hours:** Full-Time; 40 hours/week

**Salary:** Grade LHS-7 or LHS-8

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The US Embassy in New Delhi seeks qualified applicants with journalistic background for a Regional Media analyst in New Delhi. The successful candidate will prepare written analytic reports on news developments in South Asia.

**Basic Function of Position:**

1. Coordinating coverage from news media (print, electronic, broadcast, and social media).
2. Writing reports in English that provide analytic insights into developments in the region.
3. Managing translation work carried out by contractors supporting coverage/operations.
4. Evaluating various media sources and information requirements.
5. Translating or editing translations from regional local language media as well as providing quality checks as needed.
6. Incorporating video/multimedia and social media elements into products.
7. Managing dissemination of content across a range of platforms.

8. Participating in innovative uses of tools/technologies to improve media collection and analysis.

**Qualifications Required:**

All applicants must address each selection criterion detailed below.

- Fluency in reading, writing, and speaking English and capability in one of the following language combinations: Urdu/Hindi, Marathi/Hindi, Gujarati/Hindi, Telugu/Hindi, Nepali/Hindi, Tamil/Hindi, Tamil/Sinhala, or Sinhala/Dhivehi.
- Skills in data-driven journalism, or social media research
- Knowledge of South Asia political and media environments
- Proven expertise in translating into idiomatic English
- Strong critical thinking and analytic skills
- Ability to use multimedia and geospatial elements creatively to visualize analytic insights
- Working knowledge of analytic methodologies and tools
- Strong familiarity with mobile news and communication apps and social media

**Education:** University degree in Journalism, Political Science, Media Studies, International Relations, Economics, or related fields.

**Experience:**

1. Typically 2-3 years of experience in a related substantive field.
2. Experience in writing news or related content for a media organization.

**Work Environment:**

Work is performed in an office environment at the US Embassy in New Delhi. Work may require extended hours, shifts, and weekends/holiday duty on a rotational basis. Work may require occasional travel.

**Selection Process:**

Only short-listed candidates will be notified and will be required to undergo testing to evaluate skills in language, writing, critical thinking, and knowledge of current affairs. Only candidates who successfully complete the testing will be interviewed.

When fully qualified, US Citizen Eligible Family Members (USEFM) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **Additional Selection Criteria:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Non Ordinary Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Security and medical checks required.

### **To Apply:**

Interested applicants for this position must submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family member (DS-0174) is available on website. Please note: must answer all the questions in DS-174 application form.  
  
[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **AND**
2. A current resume or curriculum vitae that provides the same information along with a detailed listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Please submit a covering letter identifying how you meet the above qualifications and clearly stating your interest, qualifications, and language expertise.**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (Yes or No)
- L. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**SUBMIT APPLICATION TO:**

U. S. Embassy  
Shantipath, Chanakyapuri  
New Delhi 110 021

**OR**

E-mail: [NDBoxMediaAnalyst@state.gov](mailto:NDBoxMediaAnalyst@state.gov)

Please insert the Position Number in the subject of the e-mail to [NDBoxMediaAnalyst@state.gov](mailto:NDBoxMediaAnalyst@state.gov). Applications without the vacancy number or with incorrect vacancy number will not be accepted.

## **No telephone calls accepted.**

Only fully qualified candidates who are short-listed will be notified within 30 days after the closing date.

## **DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under Chief of Mission (COM) authority; and either:
  - 2.1 Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
  - 2.2 Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under COM authority; and

- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

***CLOSING DATE FOR THIS POSITION: (13 APRIL 2016)***

The US Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.